

DD/S 46-0318

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FILE Training-3  
17 JAN 1966

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Career Trainee Processing**

1. This memorandum contains information which you requested for use at your meeting tomorrow on Career Trainee processing. The attachment reflects complete processing procedure and elapsed working days required for Career Trainees from initial interview to entrance on duty. This information is summarized in the table below.

<u>Action</u>	<u>Work Days Required</u>
Field Recruiter Processing	1 - 3
Initial Record Processing by Office of Personnel	2 - 3
Initial Processing by Career Training Staff	5 - 6
Initial Medical and Security Processing	8 - 9
Time required for applicant to report to Agency	12 - 15
Applicant Interview and Medical and Security Testing	2
Medical Results of Examinations (Security results are reported in 3 or 4 days while this step is being accomplished.)	9
Full field investigation and final security clearance	60
<b>Total</b>	<b>106</b>

In the table above it should be noted that 106 work days amount to 4 1/2 or 5 calendar months and 63 work days amount to about 2 1/2 calendar months.

2. The tabulation below indicates the loss rate for external Career Trainee applicants during Calendar Year 1965.

<u>Action</u>	<u>Quantity</u>
New applicant files	1007
CTP rejections on the basis of file information	400

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Excluded from automatic  
downgrading and  
declassification

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<u>Action</u>		<u>Quantity</u>
Processing initiations		762
Processing initiations subsequently cancelled		553
Declinations during Security processing	232	
Rejected by CTP interview	193	
Security	64	
Medical	26	
Review Panel	23	
Postponement	<u>11</u>	
Total	553	
Entrances on Duty		99

3. From the foregoing, three factors emerge:

a. Some method must be found by which applicants who are now rejected on the basis of information contained in the file (400 in Calendar Year 1965) could be rejected during the field interview process or upon review of the PHS by the Field Recruiter, i.e., differences in judgment or differences in standards between the CTP people and the Recruiters need attention.

b. Attention to reasons for rejection during interview by CTP personnel (193 in Calendar Year 1965) could possibly serve to indicate how this comparatively large quantity could be reduced through appropriate instructions and guidance to Field Recruiters.

c. Provisional clearances would, without question, reduce declinations while applications are being processed (232 in Calendar Year 1965). Ten provisional cases have now been requested by CTP and the number in this category should rise sharply in the near future.

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Special Planning Assistant to the  
Deputy Director for Support

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Attachment

Chronological Sequence and Processing Time  
for Employment of Career Trainees

SPA-DD/S:JHP/jf(17 Jan 66)

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1 - DD/S Subject w/att

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**Chronological Sequence and Average Processing Time for Full Clearance  
Employment of Career Trainees**

<u>Step</u>	<u>Action</u>	<u>Average Time</u>
1	Initial interview of applicant by field office personnel interviewer. Individual asked to complete Personal History Statement.	30 minutes
2	Individual completes PHS and transmits to Personnel Field Office.	Indeterminable
3	PHS submitted. Field Office forwards to O/Pers at Headquarters.	1 - 3 work days
4	O/P records receipt, performs initial record processing. Sends to Career Training Program Personnel Officer.	2 - 3 work days
5	CTP receives PHS and file. <ul style="list-style-type: none"> <li>a. Personnel Officer makes initial review of PHS. Obviously unfavorable cases eliminated, e.g., marriage to alien. Favorable files referred to CTP Program Officers.</li> <li>b. CTP Program Officers review PHS. Inform CTP Personnel Officer of those applicants who should be brought in for pre-employment interview.</li> <li>c. CTP Personnel Officer prepares and forwards forms to O/P Hqs. requesting applicants be brought in for interview by CTP Program Officers, for medical examination and for polygraph.</li> <li>d. Concurrent with step c., copies of forms sent to O/MS and O/S requesting dates for applicant medical examination and polygraph.</li> <li>e. File forwarded to Correspondence Section, O/P where letter prepared and sent to applicant stating our interest and stating that within few days he will be advised on reporting date to CIA for interviews and exams (medical and security). This is first indication applicant receives that he is being favorably considered.</li> </ul>	
	Above steps take total time of	5 - 6 work days

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Step	Action	Average Time
6	O/MS informs CTP when applicant to report for medical examination and A&E testing.	2 - 3 work days
7	O/S informs CTP when applicant can report for polygraph. The reporting time is about 12-15 working days from then current date.	3 - 9 work days
8	CTP Personnel Officer informs applicant when he is to report to CIA for interview, medical and security exams. Asks applicant to confirm.	1 - 2 work days
Note: The date scheduled by O/S for polygraph is some time subsequent to medical exam; therefore later date is given applicant.		
9	CTP applicant arrives at Agency on date indicated, and -- a. Is interviewed by CTP Program Officer. 1/ b. Is given medical exam - A&E testing. c. Is given polygraph.	3 work days
10	O/MS reports to CTP on result of examination	9 work days
11	O/S reports to CTP on polygraph test.	3 - 4 work days
12	If medical and security reports are favorable, CTP advises O/S to begin full clearance investigation.	
13	CTP Personnel Officer writes applicant that initial testing okay, and applicant acceptable pending final security approval. 2/	
14	O/S conducts full field clearance investigations.	63 work days

Notes: 1/ Initial 'rejections' begin here.  
2/ Applicants acceptable to CTP Program Officers, having medical and security okay (polygraph) can, at this point, be employed on provisional basis.

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